



ORBIT TVET COLLEGE

ORBIT TVET COLLEGE INVITES SUITABLE CANDIDATES TO APPLY FOR THE CAREER DEVELOPMENT OFFICERS' INTERNSHIP OPPORTUNITIES. THE COLLEGE INTENDS TO APPOINT FIVE (02) CAREER DEVELOPMENT OFFICER INTERNS IN COLLABORATION WITH ETDPSETA AS FOLLOWS:

NUMBER OF INTERNS	CAMPUS/SITE
• 01	RUSTENBURG CAMPUS
• 01	BRITS CAMPUS

Requirements: Suitable Candidates must –

- Have National N Diploma /3 years National Diploma/ 3 years Degree in Human Resources Management
- Be between 22 - 35 years
- Be South African Citizens
- Be able to work extra hours, i.e. weekends and holidays when requested
- Be Computer Literate and have good communication skills

Duties and Responsibilities: The Career Development Officers will be responsible for –

- Provide Career guidance to prospective and registered students.
- Administer of selection and placement tests.
- Provide students with Career development services such as job readiness sessions, CV writing skills session, exam and study skills preparation, entrepreneurship development sessions and information regarding articulation into Universities and Universities of Technology.
- Assist in tracking and tracing of graduates and maintaining a database thereof.
- Participate in the Induction sessions of students.
- Assist the College in promoting programmes and courses at schools, community meetings and during career exhibitions.
- Assist the Academic Support Officer in placing students for experiential training.
- Facilitate ETDP SETA events as requested by Provincial Office.

Stipend

Payment of the stipend will be informed by the ETDP SETA Grants Disbursement Policy as per Suitable Candidates' qualifications.

Duration

12 months fixed term contract

Closing date

14 November 2018

To apply please submit a covering letter/application letter stating the position you are applying for , recently updated comprehensive CV, certified copies (not older than three months) of all qualifications with academic transcripts and ID document.

Applications must be forwarded to: Human Resources Management Unit, ORBIT TVET College, Private Bag X82096, Rustenburg, 0300 or be hand delivered at ORBIT TVET College (Central Office), Fatima Bhayat Street, Rustenburg.

For any enquiries Kindly contact ML Mahuma at 014 597 5540.